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**ADMINISTRATIVE - INTERNAL USE ONLY****PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
16 February 1984 - 22 February 1984****I. Items or Events of Major Interest that Have Occurred
During the Preceding Week**

A. Digital Prepress: EOCOM representatives visited Printing & Photography Division this week to introduce their new Director for Graphics Marketing, Jaro Terleckyj, and to discuss their initiatives on the Laserite V raster image processor. The visit was informative in that EOCOM is making progress on the raster image processor and EOCOM has agreed to work with P&PD and page makeup vendors for the interfacing of equipment.

B. ADP Activities:

1. The Supply Module of the new NOMAD 2 Management Information System (MIS) for P&PD continues to operate satisfactorily. Several reports have been generated from the new system and corrections are being made to data resident in the files. Development of the Job Tracking Module is continuing at a slow pace due to the time being spent assisting LSS personnel with system implementation.

2. A magnetic tape containing data to be processed in the P&PD Electronic Text Editing and Composition System (ETECS) was received from the Office of the US Trade Representative. The tape was read into the Agency VM System, converted to a SCRIPT file, and sent to P&PD on 21 February. The 3500 records on the tape were transmitted to ETECS via VM in 30 minutes.

3. The Cascade Computer Aided Design (CAD) System was installed in P&PD this past week with no apparent problems. Plans, Programs & Systems Staff personnel were given training on the system, which is now ready for use. Planned applications include building floor plans, renovation projects, workflow analysis, copier placement, electrical schematics, pert charts, etc.

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4. The Form 2420 requesting installation of a raised floor in Room G-16, P&P Building has been received by Procurement Division and will go out for bids. All bids should be submitted by 9 March. The raised floor should be installed by the end of March. Communications equipment and terminal installation should begin in April. The raised floor will support communications equipment for green line phones and the MIS.

C. Quality Circles Activities: A Quality of Work Life (QWL) survey developed by the Psychological Services Division (PSD), OMS will be administered to all P&PD personnel (3 shifts) on Thursday, 23 Feb.

D. Headquarters Building Bid Package: Forty additional copies of the first run of the new Headquarters Building bid package have been generated on the Xerox 7080 in P&PD and will be shipped to RECD no later than 23 February 1984.

II. Significant Events Anticipated During the Coming Week

None



C/P&PD/OL

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